

Hawkesbury Parish Council



Minutes of Hawkesbury Parish Council's Meeting
Held on Monday 4th June 2018 at 7.30pm
In the upstairs meeting room, Village Hall, High Street, Hawkesbury Upton

Present:

Cllr Harding (Chair), Cllr Higgs, Cllr Wareham, Cllr Ruthven, Cllr Powell, and H Jones (Parish Clerk)

Apologies

Cllr Hope, Cllr Stephens and Cllr Musty

Public Participation

7 Parishioners

Action

- 1 To take apologies for absence**
Cllr Hope, Cllr Stephens and Cllr Musty
- 2 Co-option of a Parish Councillor followed by the signing of the Declaration of Acceptance**
Applicant not available for the meeting, move to 2nd July meeting – **this was noted**
- 3 To record declaration of interest from members in any item to be discussed.**
None
- 4 To adjourn to allow public participation**
A few residents attended to discuss the Park Street development.
Cllr Harding explained, the Parish Councils decision has not changed; their position remains "objection to the planning applications". Lone Star contacted the Parish Council to request councillors opinion - of the two plans which layout was councillors preference; at this moment in time the PC has not responded and Lone Star appeal remains in place. The PC wanted to hear the wishes of local residents before responding to Lone Star; it was agreed that and all future correspondence will be headed "without prejudice". If they were to withdraw the appeal, discussions may be

considered regarding the layout.

To recap, Objection to the planning applications, with regards to the appeal, the PC has asked for a speaking slot, Cllr Wareham has offered to speak on behalf of the Parish Council. Luke Hall is being copied in, on correspondence with SGC.

Cllr Harding put to Councillors to move item 31 forward-all in favour

31 Hawkesbury At Play-representatives to attend the meeting

3 representatives attended the meeting and thanked the PC for inviting them.

- Rospa annual inspection highlighted some of the equipment on “amber alert”
- Flooring is worn and becoming a trip hazard
- General wear and tear

The sub-committee of the Hall approached local children for their input to design a park and also held a public consultation in April. Four companies produced plans (shown to councillors), however, not a huge take up with the consultation.

- Cost of new equipment is high
- Preschool-the existing equipment does not meet their needs
- Older children facility required
- Grants (match funding) available but still require funding-funding is paid once the work has been completed. European fund application to be applied before the end of June, another £3k would make a big difference.
- Raised £3500

Forth coming events

- Black Stag event should raise £2k in August
- Dog Show in September
- Christmas shopping event November

Their aim is to keep the play park open.

Cllr Harding explained the PC has limited funds and suggested the team speak to representatives that were involved in setting up the community shop. They will take this forward. Cllr Harding thanked them for attending and they left the meeting.

Cllr Harding put to the Parish Council to move item 25 forward-all in favour

25 Hawkesbury Cricket Club, John Hawkins Cricket Ground, Hawkesbury Upton GL9 1AU premises application under Licencing Act 2003 consultation – closing date 5th June 2018

A representative attended the meeting to explain why the cricket club was applying for a licence, and answer any questions raised by councillors. At this present time the cricket club does not hold a permanent licence. Their expenditure exceeds their income (funding and membership income) therefore their aim is to bridge the gap.

The Cricket Club would not be open every day, but when matches are being played their aim is to encourage more people into the cricket club. They hold two main fund-raising events, horse racing and a presentation evening, which is normally held the Beaufort, but this would give them the opportunity to hold this at the cricket club. They are not going to hire out the cricket club for example christening. They want to encourage families, when it is a home match, stay for a drink and hopefully they may then visit the local pubs for a meal afterwards. If for any reason they wanted to hold an event with a bar outside, they are required to apply for a

“Temporary Events Licence”.

The cricket club will have more responsibility if they are successful in holding a licence, but to retain the cricket club they need to do this. The club itself is not big enough to hold large events.

Competition is good, although the Parish Council asked the cricket club to be both sensible; and responsible, not to take business from local pubs and the village hall; have a gentleman’s agreement with the local businesses. In addition, for the Cricket Club to notify the Parish Council in advance if they are going to hold any different events rather than the parish council having to field complaints.

Resolved – Clerk to email SGC-The Parish Council have no objection to the licence

5 Councillors to approve the following minutes

- 14th May 2018

Resolved by Cllr Harding signing the minutes as a true and accurate record; Clerk to ensure the approved minutes are placed on the website. Parish Clerk

6 Parish Clerk to update the Parish Council on previous action points

6.1 Footpaths 104 and 103 – investigation on who are responsible for these paths-remains outstanding due to the work by WPD has not been completed. Clerk to chase WPD again Cllr Higgs

6.2 Boundary Fence-allotments-this remains outstanding Parish Clerk

6.3 Photos of Lower Woods and their report are now on the website-thank you to Cllr Ruthven

6.4 Hall Insurance-various groups- meeting with the Hall representative-see councillor items for an update

6.5 Letters to a few allotment holders regarding the condition of their plots – remains outstanding Parish Clerk

6.6 Pot holes to be reported to Streetcare –Resolved – potholes repaired

6.7 Clematis pruning-alleyway LHA/104/20 Sandpits lane to Highfields – now in flower remains outstanding

6.8 Paint for kiosk-see item 10 for update

6.9 Streetcare-Over grown Cow Parsley on verges – resolved reported to Streetcare

7 Councillor’s items-information only

7.1 Footpath from Park Street to A46 is overgrown-report to SGC ref LHA/71/10 LHA/72/20 and LHA?72/30-clerk to report to Streetcare Parish Clerk

7.2 Purchase of Gravel-Cllr Ruthven

Cllr Ruthven gave an example of rouge trading in the village. Gravel was purchased from an individual, although the driver produced headed note paper, they were Parish Clerk

unable to locate the company via google, the number plate details were taken. Reported crime on line, response was *no crime?* Rang 101 operators don't know the area and once it was said they would report to the Parish Council 4 phone calls were received. Lesson learnt anyone can be conned, gangs are working in our area, offering cheap mattresses. Report incident to the Neighbourhood co-ordinator.

7.3 Trees Situated outside English Rural properties-Cllr Higgs

Residents have complained children are climbing these trees; the branches are very close to the wires. Report to Mr Penford SGC and copy Cllr Hope in-requesting the officers review the tree situation and report back to the Parish Council.

Parish Clerk

7.4 Fly Tipping-Inglestone Common -Cllr Harding

Reported the fly tipping over a week ago, still there, reported this to the Commons officer. Clerk to email streetcare.

Parish Clerk

7.5 Hall insurance update-Cllr Harding

Several exchanges of emails with the Hall Committee representatives, there appears to be no gaps. Skate Park Insurance – when considering setting the budget/precept for 2019/20 to take into account this insurance.

Parish Clerk

8 District Councillors report information only – Cllr Hope

Cllr Hope not at the meeting-no report

9 General Data Protection Regulation (GDPR) Action plan in preparation for 25th May 2018.

Update from Clerk

- Consent letters are in the process of being sent out, two already received completed
- Registered the Parish Council with ICO at a cost of £40
- ICO fee for individual councillors-See below a copy of notes from NALC

Any councillor who processes personal data on a computer (e.g. names and addresses of residents contacted about planning matters, or for election canvassing is a data controller separate from the council. As a result, such a councillor would have to pay the Data Protection fee of £40.

A councillor who does not process personal data or does so without using a computer is not required to pay the fee. Legal Briefing L05-18 issued in April provides some further information.

10 Adopted phone box on Inglestone Common update-Cllr Stephens

Update from clerk-paint has been ordered and should be with her within two days. Cllr Stephens has been notified. **This was noted**

11 11.1 Planning Applications received from South Gloucestershire Council to be considered by Councillors

PK18/2440/TCA	Beaumont House Back Street Hawkesbury Upton	Fell 2no. Pine Trees situated within the Hawkesbury	No objection
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		Upton Conservations Area	
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11.2 To Note Planning Decisions-information only

PK17/5082/F	Garden Land North East of Thatch Cottage Well Lane Little Badminton	Erection of 2 no. greenhouses	Approve with conditions
PK17/5890/F	Russett Barn Orange End Inglestone Common	Installation of first floor front extension to form canopy and to provide additional living accommodation	Approve with conditions

12 Finance

12.1 Bank Reconciliation as of 30th April and 31st May 2018 to be checked and approved by Councillors. Bank statement not arrived in time for 31st May 2018, agenda item for June. Cllr Higgs checked 30th April – no comments made

12.2 Payments to be agreed and cheques signed-Payments approved for payment-Resolved-proposed by Cllr Higgs second by Cllr Ruthven.

A	Zurich Municipal	£478.98
B	Parish Clerks Wages-May	£ 61.60
C	Methodist Hall 9/4, 16/4 and 14/5/2018	£ 63.00
D	Simon Harris Cemetery Grass cutting 8 th & 21 st May 2018	£170.00
E	Direct 365 – confidential waste	£ 64.80
F	Cate Davidson – internal Audit	£150.00
G	ICO	£ 40.00
H	Datacenta Secure Hosting – 10emails accounts	£ 60.00

13 Cemetery – Extending the cemetery notification – purchasing land

- **Rota for bin collection and number of bins**-clerk sent out the new rota
- **Additional land**-Email from Cllr Harding – Councillors Thoughts-Agenda item

for July, a feasible study to drain one section of the land in question. Review of the second section shown. Request projective plans for the future and options for plots

- **Crumbling wall** – small section of the wall, looks like frost damage, request a quote for the work. In view of the size obtain one quote.
- **Compost bins** – overflowing, whoever is on the rota, take a spade with them, any green bin not completely full, take compost from to fill the bins up.
- **Extension to car park**-no debate, no further comment

14 Chair and Vice Chair-Councillors to discuss the way forward for shorter term positions
The position of Chair and Vice Chair remains; the length of term is normally a year from the Annual General Meeting in May. However, this does not prevent the Chair/Vicechair resigning from this position at any time. From the written resignation the new Chair/Vicechair will be appointed at the next PC meeting-**this was noted**

15 Welcome Pack for all new residents of Hawkesbury Parish. Councillors to discuss the way forward
Cllr Higgs – Culverhay surgery are happy to have their details put in the folder. The welcome pack will need details from all local surgeries including Yate, local dentists. The PC supports the idea.

16 Allotments maintenance – Parish Clerk

- **Plot 11-split**-Thank you to Cllr Harding for strimming the plot, it now requires rotavating; this is in hand. Due to the size of the plot, it has been split and both 11A and 11B has been viewed and the clerk is in the process of sending out contracts to be signed
- **WPD update re the removal of the pole**-WPD promised this pole was due to be removed, clerk has emailed for an update
- **Removal of dead tree**-plot 11 has a dead tree, this needs to be removed
- **Plot numbers**-due to the time this was not discussed in full, the clerk would like to put to the PC that each plot has their number on/near the plot to make it easier to identify individual plots. Agenda item for the future

Parish Clerk

17 Storage for Parish Council Christmas decorations, cones etc

Due to the time, it was agreed the decorations should remain close to the vicinity of where the tree is erected. Agenda item for next month

Parish Clerk

18 Footpaths-identify and distribute the footpaths to Councillors to ensure these are walked

Due to the time, it was agreed for this item to be discussed at next month's meeting

Parish Clerk

19 Future development meeting 5th June 2018 – 7.30pm

- **CLT**
- **Neighbourhood Plan**

Reminder to all Councillors to attend the meeting if possible.

20 Internal Audit – comments from internal audit – approve the accounting statements -sign forms and to agree the exemption certificate can be sent to the external auditors

Internal audit report to 31st March 2018

- Accounting records have been kept appropriately throughout the years. Random check of payments against invoices and authorisation completed. VAT accounted for.
- Risk assessment has been completed. *There does not appear to be any fidelity insurance in place-this came up last year and it was confirmed it is covered*
- Precept was approved at full council but there was no recorded information about the budget having been considered or approved. A copy of the budget provided by the Clerk raised no concerns
- Income was received as expected
- No petty cash held, any expenses are reclaimed appropriately by the Clerk
- Salaries were approved by the Council and have been accounted for by RTI submission
- Asset Register in place and corrections made as per the last external audit
- Periodical Bank Reconciliations are prepared and approved
- Accounting statement have been prepared on an income and expenditure basis and agree to cash book and statements

The internal auditor noted this year the Parish Council has completed a Certificate of Exemption in the report.

The Parish Council approved the accounting statements and Cllr Harding signed the forms. The PC also approved the Clerk sent the Certificate of Exemption to the external auditors.

21 Lone Star land south of Park Street

Lone Star contacted the clerk for the Parish Councils preference of which proposed plan they preferred, 27 homes or 21 homes. Councillors asked the clerk not to respond at this moment in time. **This was noted**

22 Risk Register-sign it

Risk Register was signed by Cllr Harding-**resolved**

- **Tree next to the bus shelter – discuss plan of action**
Clerk to email SGC for confirmation this tree can be removed as it is damaging the shelter.

23 Winter Maintenance Changes 2018 Consultation on reduction in winter maintenance budget

Councillors approved the following comments to the above consultation to be sent to SGC

Winter Maintenance Consultation 2018

Following the Parish Council meeting held on Monday 4th June 2018, I am now in a position to provide you with the comments raised by councillors in respect of the above consultation.

After one of the worst winters we have experienced in years, the thought of a suggestion to reduce the number of gritters is unacceptable.

Hawkesbury Upton was cut off (enclosed are a number of photos), as was a number of local villages, due to the snow drifts including the A46. We can see from the

consultation our roads will not be affected, but some local communities are being removed from the primary treatment network.

The Parish Council are concerned of the following if the roads suggested are added to the secondary route.

- Emergency vehicles-if roads are not cleared, what impact this would have if these vehicles could not gain access
- Economical case to keep the gritters-rural areas need to be accessible and remain open to enable residents to go to work

SGC are dependent of volunteers to help clear blocked roads, Councillors would like to see SCG contact list of local people/farmers updated

24 Staffing – Parish Clerk

Clerks wages to be discussed. Contract review and appraisal
Due to the time this item will be discussed at the next meeting-this was noted

25 Hawkesbury Cricket Club, John Hawkins Cricket Ground, Hawkesbury Upton, GL9 1AU premises application under Licencing Act 2003 consultation closing date 5th June 2018

This item already discussed see page 1099

26 Councillors to discuss if they wish to respond to a request to write to the Mayor of the West of England to support to franchise a bus service in rural areas

Councillors agreed not to respond to this request, it was felt this is for areas without a bus service. **This was noted**

27 Reminder of the defibrillator awareness session 8th June 2018
This was noted

28 CIL Monies-discussion of the way forward re this money

Due to the time it was agreed to hold a quick meeting on Monday 11th June to discuss this item. Also, add to the agenda Earmarked Parish Enhancement Money.

Parish Clerk

29 Library Money- councillors to discuss the request for the money raised to be held in the Parish Council bank account

Due to the time it was agreed to add this item to next week's agenda for discussion.

30 Financial Regulations – to be adopted by the Parish Council

It was agreed due to the time this item was moved to 2nd July's agenda

31 Hawkesbury at Play – representative to attend the meeting

See page 1099, item already discussed

32 Date of the next Parish Council meeting will be held on Monday 2nd July 2018 in the Upstairs meeting room, Hawkesbury Village Hall, High Street, Hawkesbury Upton at 7.30pm